CHAPTER 3

TECHNICAL PUBLICATION LIBRARY

As an AZ striker or AZ3 newly assigned to duties in a technical library, you may be impressed by the large amount of technical data that is received for the library. Many people grossly underestimate the volume and complexity of work involved in maintaining a NAVAIR Technical Publications Library. Nearly every mail call brings several packages or envelopes of publications that must be incorporated into the library files. Automatic distribution accounts for the bulk of the day-to-day publication receipts.

The technical publication library serves two important purposes. It provides a central source of up-to-date information for use by all aviation maintenance personnel in the performance of their work, and it is also an excellent source of reference information to improve personnel training and individual development. To perform these functions, the technical publication library must maintain at least one copy of every publication that pertains to assigned aircraft and related equipment.

TECHNICAL PUBLICATIONS

LEARNING OBJECTIVE: Identify the types of maintenance and operational publications.

To attain a satisfactory state of readiness, technical manuals are developed, published, (in paper and, more recently, in compact disk read only memory [CD ROM] format) and distributed concurrently with aircraft and aircraft systems. Periodic changes and revisions are issued to ensure that manuals reflect equipment configuration and current operational and support concepts and procedures.

Technical manuals that are issued for aircraft and related systems are released under the authority of the Commander, Naval Air Systems Command (NAVAIR). Technical manuals that are concerned with flight personnel and training are issued under the authority of the Chief of Naval Operations and under the direction of NAVAIR. Technical manuals are also prepared and issued by other services, such as the U.S. Army and the U.S. Air Force. Technical manuals are divided into two major types—maintenance and operational.

MAINTENANCE MANUALS

Maintenance manuals contain a description of the weapon system from a viewpoint of upkeep and repair. Maintenance manuals include the following types of manuals:

- Maintenance instruction manuals (MIMs)
- Component and equipment manuals
- Work Unit Code (WUC) manuals
- Planned Maintenance System (PMS) publications
- Structural repair manuals
- Illustrated parts breakdown (IPB) listings
- Weight and balance manuals

The information provided by maintenance manuals include operation, troubleshooting, installation, removal, repair, and IPB.

Maintenance Instruction Manuals (MIMs)

Each MIM usually consists of a series of volumes specifically numbered for identification of a given aircraft or weapons system. These manuals provide both general and specific instructions required for maintenance of organizational, intermediate, or depot levels of maintenance on aircraft, weapons systems, equipment, and components.

Component and Equipment Manuals

Component and equipment manuals cover all types of aircraft accessories and related equipment. Some of the most common are accessory, instrument, armament and ordnance, electronics and avionics, tools, test equipment, and support equipment such as test and shop equipment and ground handling equipment.

Work Unit Code (WUC) Manuals

Work Unit Code manuals provide a listing of assigned alphanumeric codes for identification of systems or equipment. WUCs are used to report and record maintenance information for use in a database.

Planned Maintenance System (PMS) Publications

PMS publications provide a basis for planning, scheduling, and complying with scheduled maintenance requirements. These maintenance requirements are scheduled at intervals based on daily or weekly intervals, flight time, operating hours, or number of cycles or events. The following are PMS publications:

- Periodic maintenance information cards (PMICs)
- Daily/special/preservation/conditional/aircraft service period adjustment (ASPA) manuals
- Turnaround checklists

In instances where conflicts exist between PMS publications and other directives, the PMS publication takes precedence.

PERIODIC MAINTENANCE INFORMATION CARD (PMIC).—Periodic maintenance information cards (PMICs) contain scheduled or forced removal items and their replacement intervals, record of applicable technical directives, maintenance requirements system index by system, and a conditional inspection listing.

DAILY, SPECIAL, PRESERVATION, CONDITIONAL, AND AIRCRAFT SERVICE PERIOD ADJUSTMENT (ASPA) MANUALS.—These manuals cover the minimum daily inspections requirements and servicing and the performance of special inspection and conditional inspections.

TURNAROUND CHECKLISTS.—These publications are prepared to support inspection of exterior and interior aircraft surfaces in an abbreviated walk-around order. Checklists cover those items that are necessary to determine obvious defects that may have occurred during each flight.

Structural Repair Manuals

Structural repair manuals contain specialized repair information required by maintenance personnel to determine the extent of structural damage and instructions for performing a permanent or onetime flight repair.

Illustrated Parts Breakdown (IPB) Listings

The IPB provides system, subsystem, and individual parts identification, applicability, and source, maintenance, and recoverability (SM&R) codes. Coverage is normally contained in separate manuals or in a special section of the maintenance manual. An IPB assists maintenance and supply personnel. They can use the IPB to identify, requisition, issue, and store parts that are required for maintenance support of aircraft, weapons systems, equipments, components, and support equipment.

Weight and Balance Manuals

These manuals provide a standard system for a continuous record of basic weight, balance, and loading data for certain aircraft.

OPERATIONAL MANUALS

Operational manuals contain a description of weapon systems along with instruction for their effective use. Operational manuals include Naval Air Training and Operating Procedures Standardization (NATOPS), weapons loading manuals, and tactical manuals. They contain descriptions of weapons systems and systems integration. Operational manuals also contain operating instructions, operational applications, safety procedures, and emergency procedures for weapons systems.

NATOPS Manuals

NATOPS manuals define methods and procedures for conducting operational tasks or exercises. NATOPS manuals are specifically prepared in support of aircrew personnel. NATOPS manuals provide standardized ground and flight operational procedures, training requirements, and other operational information of a technical nature. The data is tailored to particular models of aircraft in accordance with Chief of Naval Operations (CNO) directives and with the assistance of aircraft model managers.

Airborne Weapons Loading Lists, Stores Loading Lists, and Stores Reliability Cards

These manuals are specifically prepared for use by squadron ordnance personnel. Airborne weapons and

stores loading manuals provide standardized weapons system release and control checks as well as loading, arming, and safing procedures for weapons systems.

Tactical Manuals

Tactical manuals define aircraft operational parameters as well as weapons and stores clearances. They also state combat capabilities and CNO-authorized limitations.

Q1. What type of publication contains a schedule of forced removal items and their replacement intervals and a record of applicable technical directives?

Q2. What type of publication covers minimum daily inspection requirements for servicing and the performance of special and conditional inspections?

TECHNICAL MANUAL NUMBERING SYSTEMS

LEARNING OBJECTIVE: Recognize the two technical manual numbering systems that are used within the Naval Establishment.

The structure of numerical and alphabetical combinations of a NAVAIR technical manual number identifies the basic equipment category, main groups within the category, specific item of equipment, type of usage, type or model designation, and specific type of manual.

There are two numbering systems presently in use by NAVAIR: the older NAVAIR publication numbering system and the newer Technical Manual Identification Numbering System (TMINS). You must be able to use both numbering systems.

NAVAIR PUBLICATION NUMBERING SYSTEM

The NAVAIR manual publication number consists of a prefix (NAVAIR or NA for NAVAIRSYSCOM) that designates the command responsible for developing or maintaining the manual. The manual number consists of three parts, separated by dashes (-). Additional numbers may be added to show multiple volumes of a manual.

Part I of the publication number is the category. Normally it is a two-digit number (in some cases two digits and a letter). It designates the major category of the manual; for example, 00 tells you that this is a general manual; 01 is for airframes, 02 is for power plants. Refer to *Naval Air Systems Command Technical Manual Program,* NAVAIR 00-250-100, for a complete breakdown of publication numbering categories.

Part II of the publication number is made up of numbers (or numbers and letters). They identify either a basic aircraft model, the manufacturer, or the specific class, group, or subcategory of the manual. For example, in figure 3-1, the number F14AAA in view A identifies the aircraft model. In view D, 75PAC identifies Lockheed as the manufacturer of the P-3C airframe.

Part III of the publication number usually identifies a particular type of manual. For example, -1 identifies the NATOPS flight manual, -2 the maintenance instruction manual, -3 the structural repair manual, and -4 the illustrated parts breakdown. Additional numbers may be used to show system grouping breakout by volume or subsystem grouping by subvolume. For example, in the number -2-2, the second -2 indicates the second volume of a maintenance manual. In the number -2-2.1, the .1 indicates a subvolume within the grouping.

Figure 3-1 shows examples of technical manual number assignments.

TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS)

The TMINS numbering system is part of the effort to standardize technical manual numbers for all ships, aircraft, and equipment. *Navy Standard Technical Manual Identification Numbering System,* NAVAIRINST 4160.1, establishes the TMINS for aeronautic publications. The TMINS provides a single user-oriented numbering and indexing system. It meets the requirements of all systems commands for identifying, referencing, and requisitioning technical manuals and changes. The system also makes it easier to identify and order manuals for the operating forces and other users. It is compatible with automatic data processing (ADP) procedures. The *OPNAV Application Guide and Index,* OPNAV N0000-00-1DX-000/TMINS, should be available in your technical library. By using this guide and index, you will be able to understand and use the TMINS.

The TMINS assigns each technical manual a unique identifying alphanumeric designation patterned after the 13-digit National Stock Number (NSN); for example, A1-F18AA-NFM-500. It serves as the

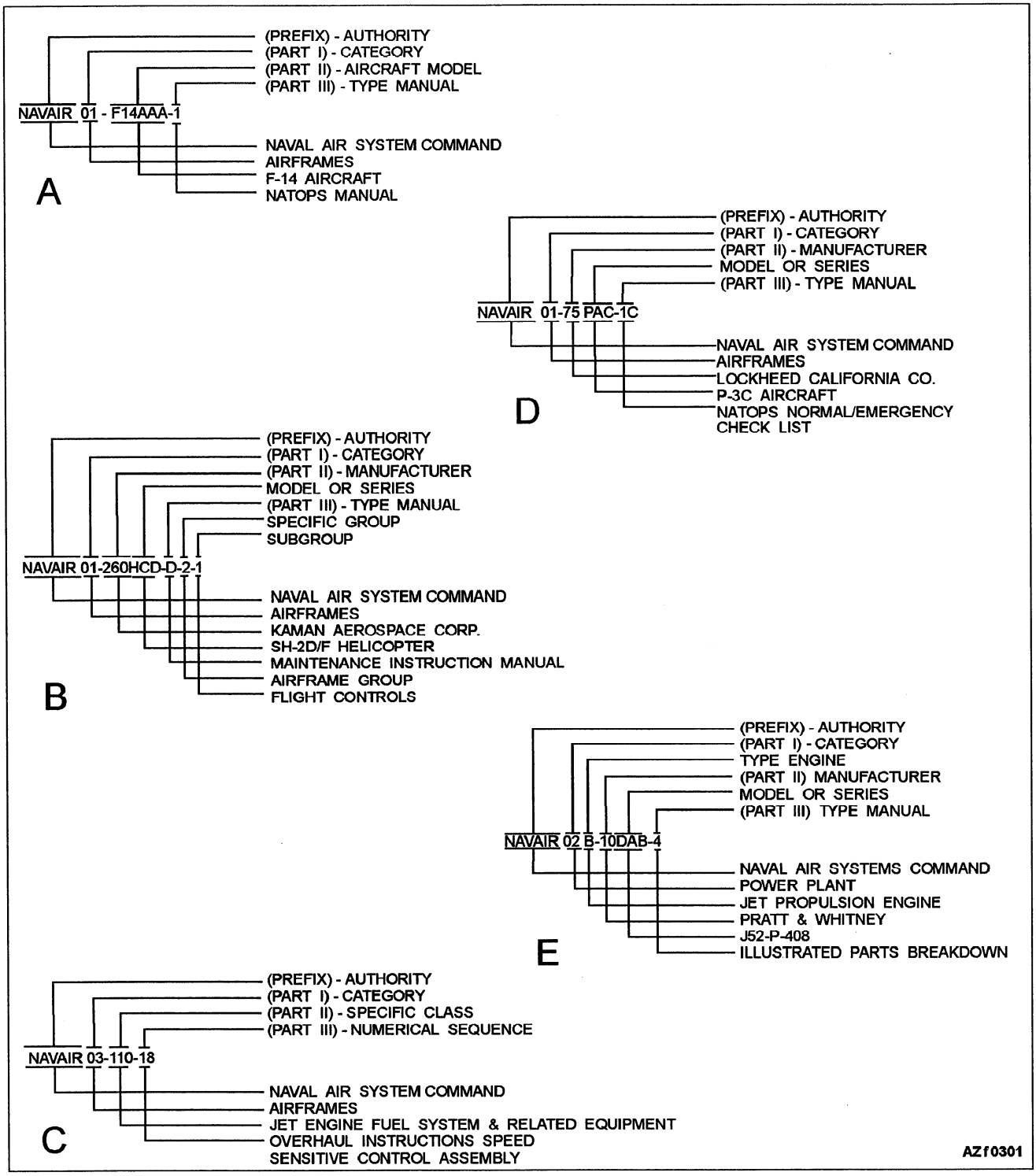

Figure 3-1.—Specific examples of technical manual number assignments.

technical manual identification number. Additionally, TMINS contains a provision for adding a suffix to give the security classification and other information considered important.

TMINS Number Composition

The standard TMINS number (fig. 3-2) is made up of two distinct parts separated by a slash (/). The first

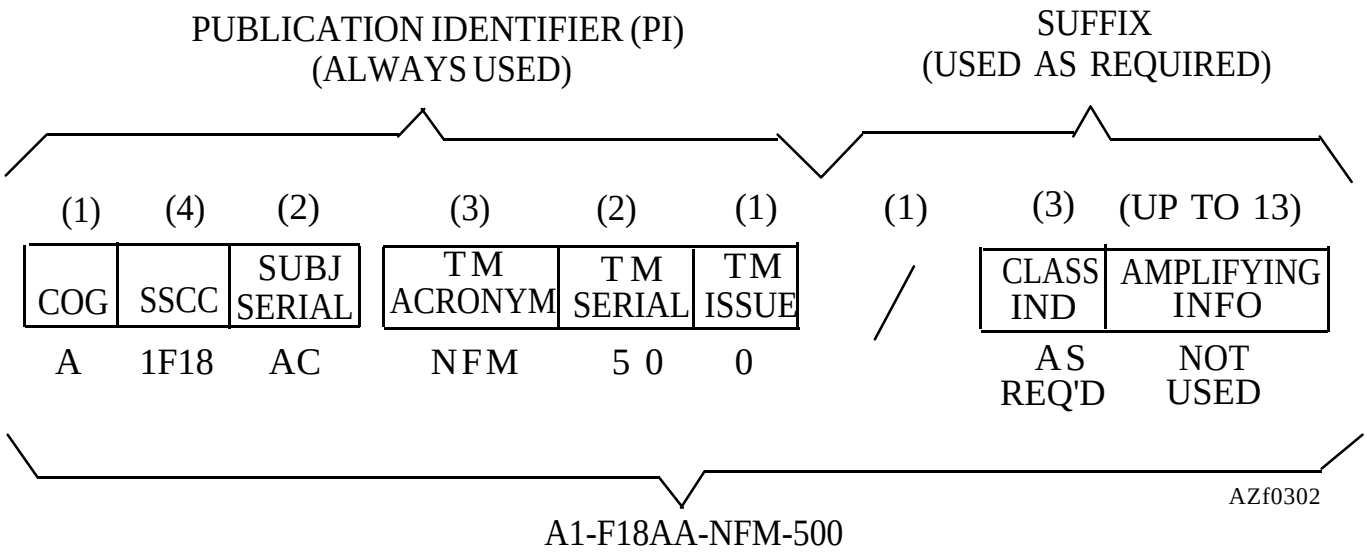

Figure 3-2.—TMINS example (NAVAIR).

part of the TMINS is called the publication identifier (PI). It is the essential root of the number. The PI is always used, and it always has exactly 13 characters.

The second part of the TMINS is called the suffix. It is an added field of up to 17 characters (including the slash). When used, it gives user-oriented information. The suffix is always used for classified manuals and separately bound unclassified portions of classified technical manuals. The suffix for both classified and unclassified TMINS may also supply the user with equipment designation, nomenclature, or model number.

Publication Identifier (PI) Composition

The publication identifier (PI) is made up of two major components: the hardware/subject identifier and the technical manual (TM) identifier. The first seven characters of the PI make up the hardware/subject identifier. These characters identify the specific hardware (such as an aircraft) or subject (such as an airborne weapons system) to which the technical manual applies. Once assigned, the project serial number (for example, SA-AN/APS-39A radar set) will represent the item throughout its life cycle. The first seven characters of the PI (fig. 3-2) are divided into three groups.

- The first group, cognizant (COG), of the PI is a single letter-that tells what command publishes and updates the publication. For example, the COG is A for NAVAIRSYSCOM.
- The second group, standard subject classification code (SSCC), is a four-digit alphanumeric code that identifies the commodity or subject matter; for example, in figure 3-2, the 1 in 1F18 indicates aircraft or aviation. The F18 stands for the F/A-18 aircraft.
- The third group, subject serial number (SUBJ SERIAL), is a two-digit code (either numbers, letters, or both) that is assigned by the Naval Air Technical Data and Engineering Service Command (NATEC) for aeronautic manuals. It differentiates between items assigned to a given SSCC series or subseries. In figure 3-2, the subject serial number AC stands for F/A-18 aircraft federal labs.

The remaining six characters of the PI are called the technical manual (TM) identifier. The six characters identify a particular TM are divided into three groups.

- The first group (TM acronym) consists of three letters or numbers that identify the type of manual; to illustrate, in figure 3-2, the TM acronym NFM identifies the manual as a NATOPS flight manual supplement. Numerically, they can identify the first three digits of a particular Work Unit Code; as an example, 520 is an autopilot. In some instances of Work Unit Codes, such as support equipment (SE), a combination of a letter and two numbers is used for the TM acronym; for example, S14 is an air compressor.
- The second group of the TM identifier (TM serial number) is made up of two numbers. It is

used to identify different volumes, parts, and changes to specific TMs. For NAVAIR TMs, these numbers range from 00 through 99. In the example shown in figure 3-2, the TM serial number is 50. This stands for a *Pilots Pocket Checklist.*

- The third group of the TM identifier is the TM issue and is either a number (0 to 9) or a single letter. The number 0 indicates the TM is a basic issue or revision. The letters A through Z (except I and 0) designate (in alphabetical sequence) permanent changes or rapid action changes (RACs).

PI Suffix Composition

The PI suffix has a variable composition, depending upon whether or not the TM has a security classification. For classified TMs, the PI suffix is always used, and the security classification indicator forms the first component of the suffix. The security classification indicator is always three characters (a letter enclosed in parentheses). The entire suffix can contain up to 17 characters, if required.

In figure 3-2, you can see that the PI suffix is not required. Therefore, the TMINS number A1-F18AC-NFM-500 stands for the initial or revised edition of a *Pilots Pocket Checklist* supplement to the NATOPS manual of an F/A-18 aircraft. In-depth information can be found in the OPNAV N0000-00-IDX-000/TMINS publication.

Q3. What are the two technical publication numbering systems that are used within the Navy?.

Q4. What technical publication numbering system is patterned after the 13-digit national stock number?

NAVAL AERONAUTIC PUBLICATIONS INDEX (NAPI)

LEARNING OBJECTIVE: Identify the sections of and describe the purpose of the *Naval Aeronautic Publications Index* (NAPI).

All aeronautic publications, changes, technical directives (TDs), Navy departmental directives, and forms under the cognizance of NAVAIRSYSCOM and distributed by Naval Air Technical Data and Engineering Service Command (NATEC) are catalogued in the *Naval Aeronautic Publications Index* (NAPI). Normally, the central technical publication library (CTPL) in the quality assurance division should maintain a complete NAPI. The NAPI consists of six sections to make identifying, locating, and ordering specific publications easier. The six sections of the NAPI are also critical in the management, audit, and verification of the CTPL. Each section contains its own introduction as to the purpose or function of the section and the specific instructions on how to use that particular index. The six sections that presently make up the NAPI are as follows:

- NAVSUP PUB 2002, *Navy Stock List of Publications, Forms, and Directives*
- *NAVAIR Technical Manuals and Technical Directives Distribution Listing*
- NAVAIR 00-500A, *Equipment Applicability List*
- NAVAIR 00-500C, *Directives Application List*
- NAVAIR 00-500SE, *Support Equipment Cross-Reference*
- NAVAIR 01-700, *Airborne Weapons Stores Publication Index*

NAVSUP PUB 2002

Distributed three times a year, the *Navy Stock List of Publications, Forms, and Directives,* NAVSUP PUB 2002, is the primary index for requisitioning Navy publications, forms, technical directives, and departmental directives from the Defense Distribution Depot Susquehanna Pennsylvania (DDSP). The NAVSUP PUB 2002 is issued in compact disk read only memory (CD-ROM) format. Each new edition of NAVSUP PUB 2002 supersedes the previous edition.

NAVAIR Technical Manuals and Technical Directives Distribution Listing

The NAVAIR Technical Manuals and Technical Directives Distribution Listing lists all NAVAIR publications and technical directives that were distributed by the automatic distribution system during a specified time. This publication is also one of the primary tools that is used to conduct annual audits on the CTPL. This listing is issued quarterly.

This publication has two sections. Section 1 lists NAVAIR technical manuals and section 2 lists NAVAIR technical directives. This publication identifies technical manual and technical directive number, type of issue, level of maintenance, title stock

number, date of issue, and the aircraft or weapons system to which the publication applies.

NAVAIR 00-500A

The *Equipment Applicability List,* NAVAIR 00-500A, is a cross-reference index of aircraft components and associated equipment to their associated publications. This index identifies which publications pertain to a particular aircraft system, component, or equipment. This index, issued on microfiche, is updated quarterly.

NAVAIR 00-500C (SERIES)

The *Directives Application List,* NAVAIR 00-500C (series), lists NAVAIR technical directives as they apply to specific aircraft or aircraft engine. The index is issued in sections. Each section has its own subscript number; for example, NAVAIR 00-500C.1, NAVAIR 00-500C.2, and so forth.

The custodians for each type/model aircraft are automatically supplied with the applicable NAVAIR 00-500C for their specific aircraft and engine. An updated index, printed in book form, is issued.

NAVAIR 00-500SE

The *Support Equipment Cross-Reference,* NAVAIR 00-500SE, provides information for identification of support equipment (SE) changes that are required for the latest configuration of end items of support equipment. This index, issued annually in book form, has two sections. Section 1 lists support equipment changes to model and part number references. Section 2 lists model and part numbers to support equipment change references.

NAVAIR 01-700

The *Airborne Weapons Stores Publication Index,* NAVAIR 01-700, provides using activities with a guide to ensure that all changes have been incorporated in airborne weapons checklists, stores checklists, and manuals on hand. The armament branch of the activity should maintain NAVAIR 01-700 for a ready reference.. The index is issued quarterly in January, April, July, and October.

Q5. What publication is the primary index for requisitioning all Navy publications, forms, technical directives, and departmental directives stocked at the Defense Distribution Depot Susquehanna Pennsylvania (DDSP)?

Q6. What publication contains a listing of published and distributed NAVAIR technical directives as they apply to a particular aircraft?

TECHNICAL DIRECTIVES

LEARNING OBJECTIVES: Identify the purpose, types, and categories of the technical directives. Describe the methods for updating technical directives.

Technical directives (TDs) are letter- and message-type directives that direct modifications and onetime inspections of weapons systems and equipment. In addition, TDs provide the technical information necessary to properly inspect or alter the configuration of aircraft, engines, systems, or equipment. The TD system is the only authorized method for directing the accomplishment and recording of modification and onetime inspections of NAVAIR equipment. The *Naval Air System Command Technical Directive System,* NAVAIR 00-25-300, contains the policies and procedures that govern the TD system. TDs are used for the following purposes:

- Authorize and direct incorporation of approved retrofit changes
- Issue directions for onetime inspections or precautionary instructions regarding personnel safety and equipment limitations
- Provide detailed instructions necessary to perform inspections or install retrofit changes and to report and record compliance
- Provide an official record of inspections and retrofit changes for purposes of technical directive status accounting
- Respond quickly to safety or urgent operational requirements to incorporate retrofit changes
- Expeditiously implement minor changes requested by the fleet

There are four types of TDs as follows:

Formal Change TD. A formal change TD is the primary document for implementing a configuration change. The formal change TD provides the information that is needed to make the change and to record that the change was completed. A formal change TD directs the addition, deletion, removal,

alteration, relocation, or change in parts or materials in a weapons system. Formal change TDs are issued in letter-type format (hard copy). A formal change TD is identified by titles such as airframe change (AFC) or avionics change (AVC). Figure 3-3 is an example of a formal change TD.

Interim Change TD. Urgency sometimes requires that change incorporations be initiated and issued immediately by naval message. An interim TD may also be transmitted through the mail, especially when drawings or diagrams are involved. An interim TD is issued when an equipment situation is critical and requires immediate dissemination. A formal TD supersedes an interim TD. An interim TD is identified by title, such as Interim Airframe Change or Interim Avionics Change.

Bulletin. A bulletin is a TD that directs a onetime inspection to determine if a given condition exists and the appropriate action if the condition is found. A bulletin does not involve an alteration, addition, removal, repositioning, or change in parts or material; however, upon determination of a deficiency, elimination of the deficency may require the issuance of a formal change TD. A bulletin is normally issued in naval message format but may be issued by letter. A bulletin may also include direction for issuance of a rapid action change or for creation of a local maintenance requirement card to establish continuing inspection requirements. A bulletin is issued by title, such as Airframes Bulletin (AFB) or Avionics Bulletin (AVB).

Rapid Action Minor Engineering Change (RAMEC). A RAMEC is a message-type TD that provides for an expeditious action on a minor configuration change. A RAMEC is issued in the same naval message format as a change TD (AFC or AVC).

PRIORITY OF TDs

TDs are categorized into four separate priority categories based on type, purpose, and urgency. The category of the directive is printed in capital letters at the top center of the first page of the directive.

An **immediate action** TD is issued whenever an unsafe, uncorrected condition exists that could result in fatal or serious injury to personnel, or extensive damage to or destruction of valuable property. An immediate action TD usually requires the aircraft be grounded or that equipment restricted from further use until further notice or until the condition is corrected. Usually an immediate action TD requires compliance prior to the next flight or next operation of the equipment.

An **urgent action TD** is issued whenever governing factors of combat necessity or potentially hazardous conditions exist that could result in injury to personnel, damage to property, or significant reduction in operational readiness. The condition compromises the safety risk that is calculated to be acceptable within a specified time limit. An urgent action TD is less serious than an immediate action TD. Failure to comply with the time limitation of an urgent TD dictates that aircraft be grounded, that air-launched weapon systems or ground communication equipment use be restricted, or that the use of SE, personnel equipment, material and munitions be discontinued.

A **routine TD** is issued for a condition that has a degree of risk calculated to be acceptable within a broad time limit. A condition that is categorized by a routine TD could, if uncorrected, constitute a hazard through prolonged use, have a negative effect on operational readiness, reduce tactical use and supportability, or reduce the operational life of a system or equipment. A routine TD is only used to authorize the modification of equipment.

A **record purpose** TD is assigned to a formal change TD to document that a configuration change was incorporated before the TD was officially issued. The primary purpose of a record purpose TD is to provide an official record of an engineering change for the Technical Directive Status Accounting (TDSA) system.

UPDATING TECHNICAL DIRECTIVES

There are two methods of updating TDs—amendment and revision. An *amendment* clarifies, corrects, adds to, deletes from, makes minor changes in requirements to, or cancels an **existing** TD. Amendments A, B, and C may be applied to a TD before it must be revised. A *revision* is a complete **new edition** of an existing change or bulletin. It supersedes the original directive or revision and existing amendments.

TD COMPLETION, SUPERSEDURE, AND CANCELLATION

Completion of a TD is an administrative action that enhances the management of the TD program. Cancellation is the process that removes a TD from active files after all requirements have been completed. Just because a TD may have been completed by your command, it may not necessarily mean that the TD is

DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
WASHINGTON, D.C. 20361-0419

PMA(F)223
ISSUE DATE: 15 July 1992
RESCISSION DATE: 31 December 1999

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DESTRUCTION NOTICE. For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

P-3 AIRFRAME CHANGE NO. 523
(TDC 50)

SUBJECT: Avionics, OK-620/APQ Control-Indicator Group as a replacement for the AN/APA-125 Indicator Group in P-3B aircraft; installation of (WUC 72160)

REFERENCES:
(a) NAVAVNDEPOT Alameda ECP No. AL-772 of 20 Oct 1989
(b) CNO Washington DC 282325Z of Jul 1989
(c) NAVAIRSYSCOM ACCB No. 901-269R1 approved 23 May 1991
(d) Installation Data Package - 91030039 (0GCL4)

ENCLOSURES: Not applicable.

DOCUMENTATION AFFECTED:

1. NAVAIR 01-75PAA-0 1 Nov 1988	**Technical Documentation List, P-3A, P-3B and P-3C Aircraft**
2. NAVAIR 01-75AA-1 15 Nov 1983 Chg 3 15 Jun 1987	**NATOPS Flight Manual, P-3A and P-3B Aircraft**
3. NAVAIR 01-75PAA-1.1 15 Nov 1983 Chg 3 15 Jan 1987	**NATOPS Flight Manual, NFO/AlRCREW, P-3A and P-3B Aircraft**

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Figure 3-3.—Example of a formal change TD.

cancelled. A TD that is issued with no completion date should be removed from your active files after a cancellation amendment has been issued. A completed TD is retained (not discarded) as a permanent record of system configuration at the designated compliance maintenance level. An unincorporated TD that is beyond its completion date does not relieve the maintenance responsibility for compliance.

Supersedure is the administrative process by which an issued TD is removed from active files. An interim TD is superseded by a formal change TD. A TD revision supersedes the basic TD, including all previously issued amendments and revisions.

Cancellation terminates compliance requirements and removes a TD from active files. A cancelled TD may be discarded. A TD cancellation is usually issued as a TD amendment. Cancellation amendments specify disposition of prior compliance.

TECHNICAL DIRECTIVE NUMBERING SYSTEM

The TD control center at NATEC assigns TD numbers by using one of two systems. The first numbering system is to number the TD sequentially by title; for example, Avionics Change (AVC) 3500, which would be the 3,500th avionics change. The second system is to number the TD sequentially by title within a specified type/model of equipment; for example, F-18 Airframe Change (AFC) 45, which would be the 45th airframe change to the F-18 airframe. Some of the most common technical directives in TD code sequence are listed in table 3-1. For a complete list, refer to NAVAIR 00-25-100, WP 009 00.

TECHNICAL DIRECTIVE MANAGEMENT

Upon receipt of a new TD, the CTPL librarian stamps the TD with the CTPL stamp and routes a copy of the TD to quality assurance (QA) for review of TD applicability. The CTPL librarian should ensure that the required TD and its revisions and amendments are routed to a quality assurance representative (QAR) for review.

Next, the librarian delivers a copy of the TD, determined to be applicable by QA, along with a TD routing and tracking sheet, part 1, (fig. 3-4) to maintenance control for action. Maintenance control completes part 1, item 3, of the tracking sheet and routes parts 1 and 2 to QA.

Logs and records will add the TD to the NALCOMIS TD configuration file and initiate a maintenance action form (MAF) for each TD that QA determines to be required. Logs and records should also annotate the incorporation compliance and the event on the MAF; for example, incorporation no later than next phase or not later than next 10 flight hours. When compliance involves an aircraft, engine, or component, logs and records will annotate the current time plus the compliance time as the maximum time until the aircraft or item is restricted from flight. Logs and Records also orders the required TD parts or kits and ensures that the TD routing and tracking, part 2, (fig. 3-5) is signed or initialed by a QAR before the TD is logged in the appropriate logbook as not being appropriate. Logs and Records also adds the new TD to TDSA List No. 02 if the TD is an AFC or AFB.

Table 3-1.—Technical Directives in TD Code Sequence

TD Code	TD Title	Abbreviation
01	Power Plant Bulletin	PPB
02	Power Plant Change	PPC
40	Commodity Software Change	CSC
41	Commodity Software Bulletin	CSB
50	Airframe Change	AFC
54	Avionic Change	AVC
55	Avionic Bulletin	AVB
74	Airframe Bulletin	AFB

TD Routing and Tracking Sheet (Part 1)

1. CTP Librarian Action:

a. Stamp and date original TD and maintain as master.
b. Stamp and date copy and route to QA for screening.

CTP Librarian Signature: _____ Date: _____

2. QA Action:

a. TD has been screened and applies/does not apply (circle one) to

Equipment: _____

b. TD compliance is required no later than: _____

c. Remarks: _____

_____

d. Deliver this form and copy of TD to MMCO and brief Maintenance Chief on TD requirements.

Screening QAR's Signature: _____ Date: _____

3. Maintenance/Production Control Action:

a. Update NALCOMIS TD Configuration File.
b. Initiate (to order parts/issue/no parts required) MAFs.
c. Complete Columns I, II, and III of Part 2.
d. Screen for Weight and Balance application (O-level only).

Weight & Balance Officer Signature: _____ Date: _____

e. Initiate, as applicable to LRCAs, a TD Screening Request (I-level only).

Maintenance/Production Control Signature: _____ Date: _____

f. Route Parts 1 and 2 to QA (O-level) or ICRL Manager (I-level).
g. Add TD requirements to ICRL.

ICRL Program Manager Signature: _____ Date: _____

h. Route Parts 1 and 2 to QA (I-level).

4. QA Action:

a. Verify, MAF Copy 2 (or NALCOMIS hard copy notice) against Part 2.
b. File Part 2 with all MAF Copy 4s (or NALCOMIS hard copy notices) issued.
c. As signed off MAF Copy 4s are received, verify logs and records, weight and balance entries have been made and initial columns IV, V and VI of Part 2.
d. Data Analyst shall initial Column VII after reviewing MDR-4-1 or MDR-4-2 to ensure that the MAF was processed.
e. Discard Part 1.

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Figure 3-4.—TD routing and tracking sheet (part 1).

TD Routing and Tracking (Part 2)

Technical Directive Number _____ Work Center _____

Equipment Part Number _____ Date Initiated _____

I BUNO/SERNO	II JCN	III DUE NLT	IV DATE COMPLETED	V LOGS & RECORDS	VI W&B (OMA)	VII MDR-4-1 MDR-4-2

AZf0305

Figure 3-5.—TD routing and tracking (part 2).

A CTPL librarian should not duplicate a TD, but he or she must maintain positive control. To do this, the librarian should annotate page 1 of the master copy of the TD as to the location of other copies of the TD. When the TD is returned, the CTPL librarian should dispose of it in accordance with local procedures and annotate the master copy as to its location and status.

Upon receipt of the Weekly Summary of Issued Technical Directives, the CTPL librarian should review the summary for TDs that have been issued and are required to be acted upon by his or her activity but have not been received. After verifying and resolving any discrepancies in this summary, the librarian retains the summary for reference as well as for use during the audit of the CTPL.

REQUISITIONING PRINTED TECHNICAL DIRECTIVES

TDs are requisitioned in accordance with procedures outlined in NAVAIR 00-25-100, Work Package (WP) 017 00. Formal or hard copy TDs are stored at Defense Distribution Depot Susquehanna Pennsylvania. TDs stored at this depot are stock-numbered items and are listed in NAVSUP PUB 2002. NAVSUP PUB 2002 contains the information to identify and requisition individual TDs. To requisition TDs, you should use one of the military standard requisition and issue procedure (MILSTRIP) methods.

If a TD cannot be obtained from NATEC, another squadron, or a supporting IMA, request the TD from cognizant wing via message with the aircraft controlling custodian, type commander, and support equipment controlling authority (ACC/TYCOM/ SECA) as information addressees.

Q7. What document is used to direct the accomplishment and recording of modifications and onetime inspections of weapon systems?

Q8. What type of change should be used to cancel an existing technical directive?

Q9. After amendment C has been applied to a technical directive, what action must occur if the TD is to be further changed?

Q10. What process is used to remove a technical directive (TD) from the active files?

Q11. What information summary contains a weekly list of technical directives (TDs) that have been issued?

LIBRARY PROCEDURES

LEARNING OBJECTIVES: Identify the purpose of the technical publication library. Describe procedures to establish a technical publication library. Describe the methods used to requisition and establish automatic distribution of publications.

The technical publication library (TPL) is a centrally managed function under the quality assurance division of an aviation maintenance department. Based on activity organization, there are normally two types of libraries within an aviation maintenance organization. If more than one library is required to meet the needs of an aviation maintenance department, a central library is established to manage the overall distribution of technical information. When one library is designated as the central library, all other libraries are designated as dispersed libraries. Dispersed libraries are located in individual work centers and are responsible for storing and making available to their users the technical documents for the equipment under their cognizance. The central library is responsible for the initial outfitting of the dispersed libraries. Additionally, all requests for additional publications are made through the central library. You should refer to *Naval Air Systems Command Technical Manual Program*, NAVAIR 00-25-100, and the Naval Air Technical Data and Engineering Service Command (NATEC) Technical Publication Library (TPL) program for detailed technical library establishment and operating procedures.

THE NATEC TECHNICAL PUBLICATION LIBRARY (TPL) PROGRAM

The NATEC technical publication library (TPL) program is used in Navy activities to manage the Technical Publication Library program Network-capable, menu-driven TPL computer software tracks current manuals, changes, and revisions for the central technical publication library (CTPL) and dispersed libraries. The TPL program software provides for updating the automatic distribution requirements listing (ADRL), maintaining a dead file of publications no longer held in the CTPL, printing change entry certification records (CECRs), and maintaining a CECR tickler file. Detailed operating instructions are contained in “Library Operating Procedures” in the main menu of the TPL program and in NAVAIR 00-25-100. Where directions between the TPL program and NAVAIR 00-25-100 conflict, the TPL program takes precedence.

NOTE: Commands that function with minimal publications (10 or less) and have no automatic data processing (ADP) support may use the older Naval Warfare Publication Library (NWPL) system for publication management rather than the Technical Publication Library Program.

Main Menu

At the opening or main menu (fig. 3-6) you will be given 12 selections to choose from. The selections include the following options:

1. VIEW/EDIT—Takes you to the Edit screen where you can modify existing manuals, add new manuals, enter changes to manuals, or search for specific information.
2. REPORTS Menu—Takes you to the Reports Menu.
3. REINDEX—Lets you re-index the database in case you have a problem searching for records or get a RECORD OUT OF RANGE message.
4. BACKUP data—Lets you backup data from a hard disk to diskettes.
5. RESTORE data—Lets you restore data from diskettes to a hard disk.
6. HELP—Provides you with overall HELP information.
7. AUDIT—Let's you audit library holdings against the NAVSUP P2002 on CD ROM.
8. VIEW/PRINT Program Documentation—Allows you to view or print the documentation for this program.
9. VIEW/PRINT Library Operating Procedures—Allows you to view or print a set of standard operating procedures for managing a NAVAIR tech library.

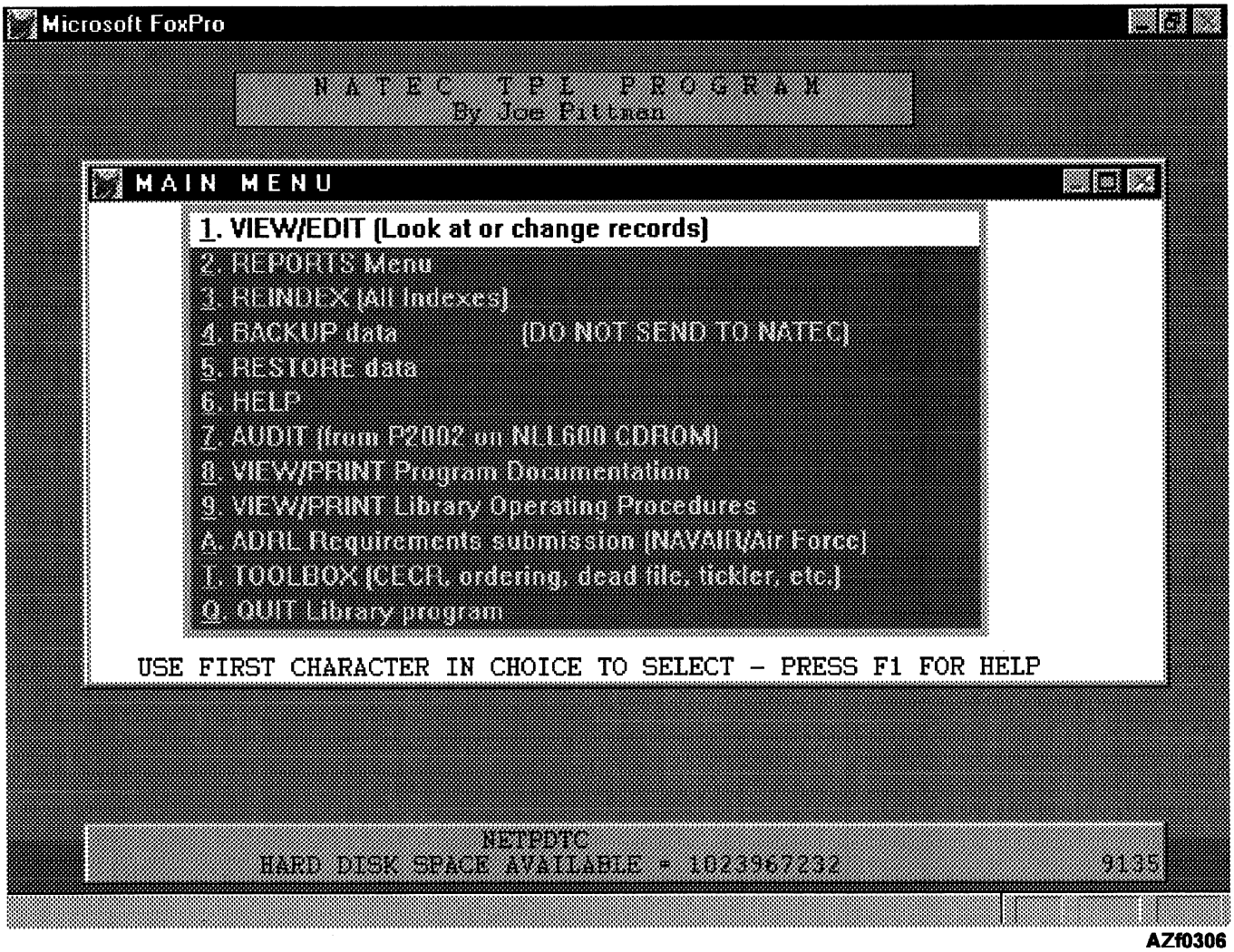


Figure 3-6.—TPL program main menu screen.

10. ADRL Requirements submission—Helps you to prepare an ADRL file for submission to NATEC (or the Air Force). It also prints a listing of your requirements for you to retain as a record of your submission.

T. TOOLBOX—Takes you to the TOOLBOX main menu.

Q. QUIT—Lets you exit the TPL program.

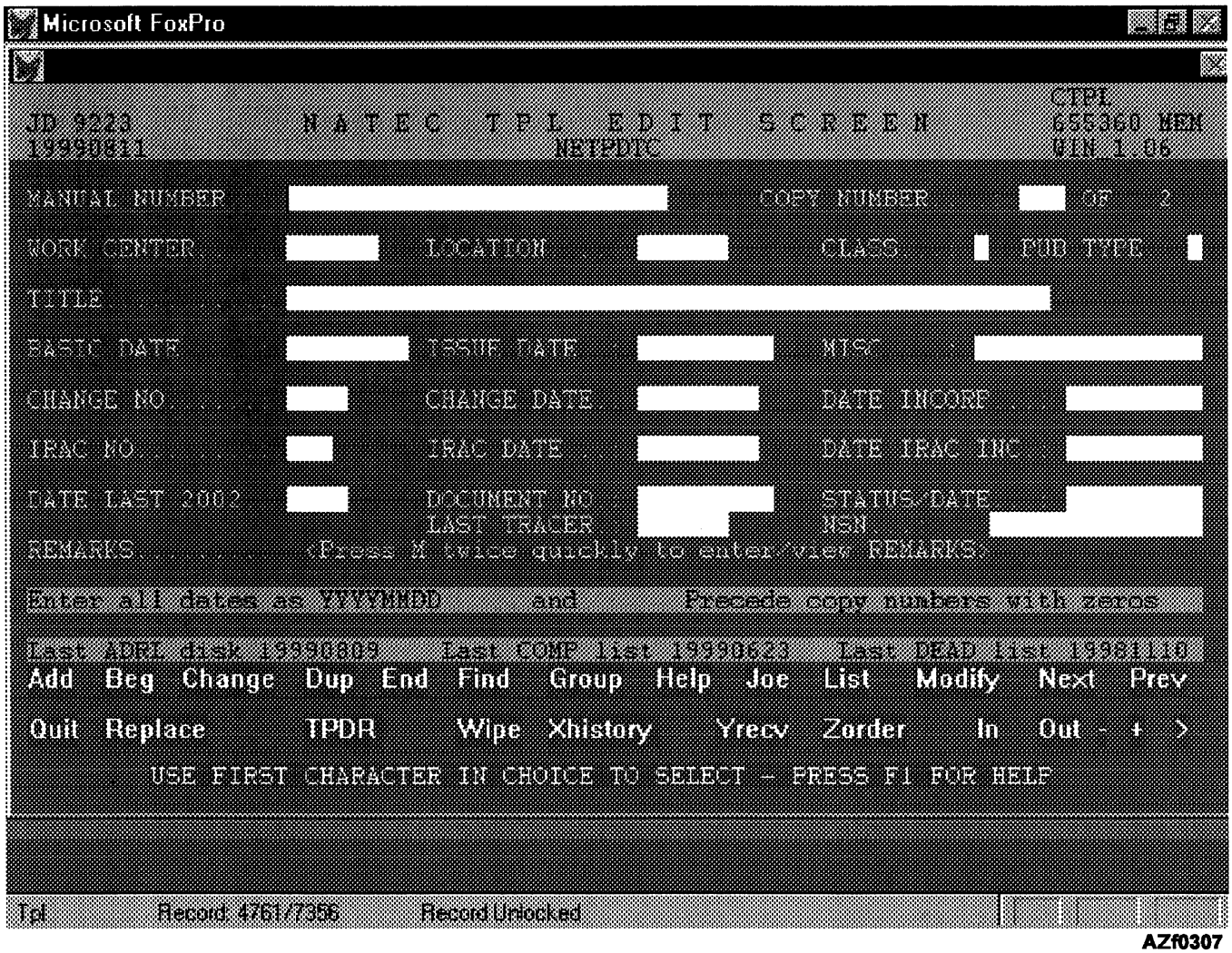
Edit Menu

The Edit Menu option (fig. 3-7) is the heart of the program. It begins by displaying the first manual in the database (an empty record if the database is empty). All fields (except REMARKS and HISTORY fields, which are MEMO fields) are displayed with their current information. Blinking brackets highlight errors that are detected in the record. The options for this menu are displayed across the bottom of the screen.

Reports Menu

The Reports Menu option (fig. 3-8) gives you a list of the printed reports available from the program. The reports available are:

1. Complete library listing—reflects all the information contained on the EDIT screen plus information regarding the last audit and the document number for manuals on order. It lists all manuals in alphanumerical order with copy numbers. This listing highlights errors or omissions by underlining a missing item and by printing a number in the right column. An error code description list along with the quantity of errors for each code is printed on the first page of the report. You can also select only manuals you want to print by specifying a condition. This report, with no conditions set, must be run at least monthly.



AZf0307

Figure 3-7.—TPL edit screen.

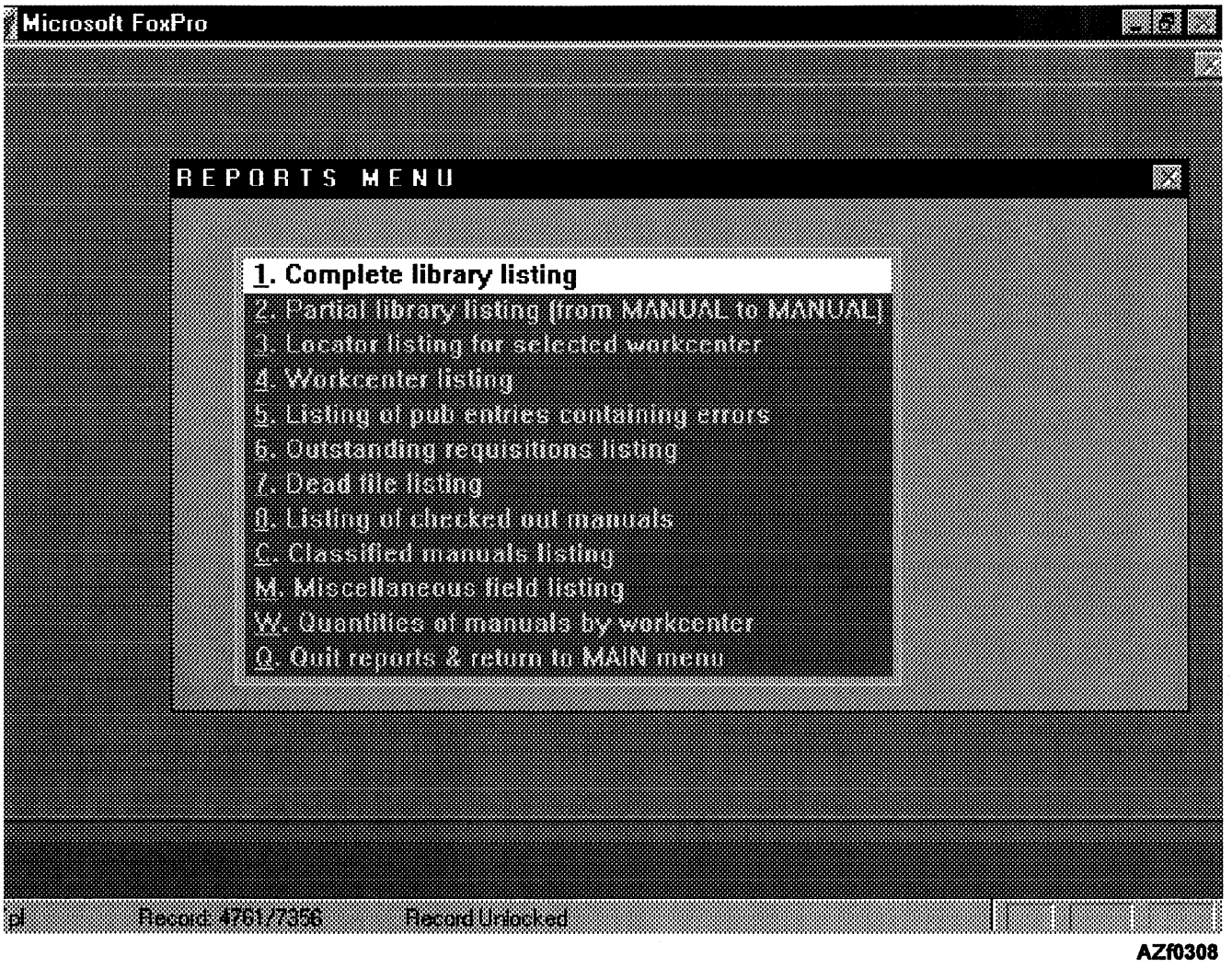


Figure 3-8.—TPL program reports menu screen.

2. Partial library listing—is particularly useful for large libraries by allowing only a partial list to be printed. Errors are also identified in this listing.

3. Locator listing for selected workcenter—is an inventory listing that is used as a locator listing for work centers. Each listing contains the NAVAIR number, title, location, and copy number. This is a required listing for each work center and must be run at least once per quarter.

4. Workcenter listing—must be used to audit a work center. This listing contains the same information as a complete listing except title. The program places an asterisk by those manuals that have been updated since the previous edition of the NAVSUP P2002 that was used to audit the work center.

5. Listing of pub entries containing errors—is a listing that identifies pubs that the program has detected an error in. Error codes are listed on this report. This listing should be run at least once per quarter.

6. Outstanding documents listing—monitors pubs on order. This listing provides an additional monitor capability for outstanding requisitions.

7. Dead file listing—purges the dead database of manuals that have been there for more than one year. You should maintain the latest listing in a folder for at least one year or until you run the next dead file listing. You should run a cumulative dead file listing at least once per quarter.

8. Listing of checked-out manuals—lists all those manuals that are temporarily checked-out from the library.

C. Classified manuals listing—lists all classified manuals.

M. Miscellaneous field listing—lists all manuals with data in the MISC field in alphanumeric order.

W. Quantities of manuals by workcenter—is an AUDIT 2002 listing that lists each copy of each manual in the activity with NAVAIR number, date, change number, change date, work center, and location.

ADRL Requirements Submission

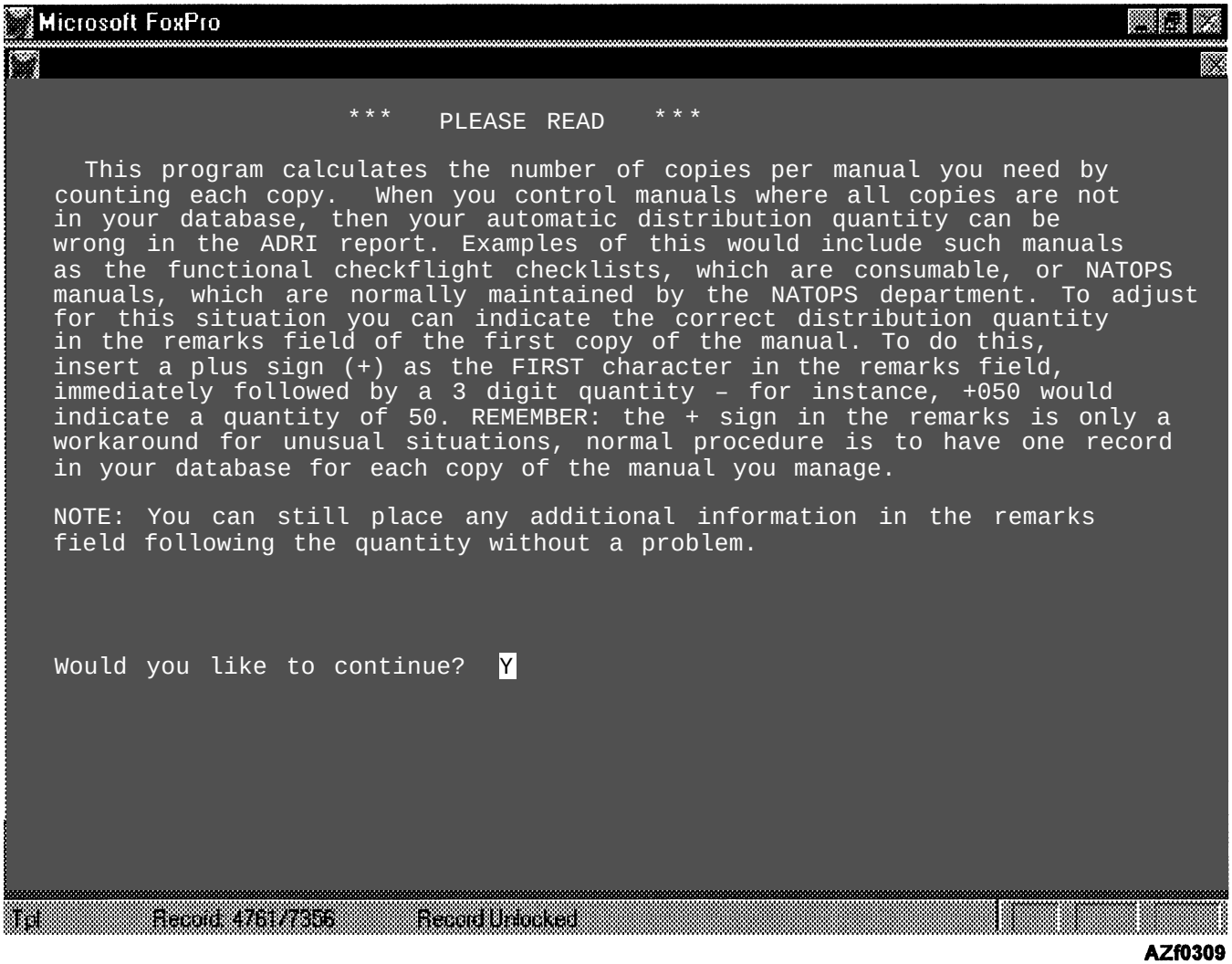
The ADRL Requirements Submission option (fig. 3-9) places all your NAVAIR or Air Force technical manual requirements on a diskette for submission to NATEC (NAVAIR) or the appropriate Air Force activity. The program also generates the transmittal form for your ADRL request when you may need to mail the file. If you have modem or Internet capability, you should transmit your NAVAIR ADRL file to NATEC via the Streamlined Automated Logistics Transmission System (SALTS) or Internet.

Toolbox Utility

The Toolbox Utility option (fig. 3-10) lets you print CECRs; list outstanding or all issued CECRs, print a tickler file listing, view the dead file, print a list of daily requirements, or order manuals via modem, message, or by diskette submission.

TECHNICAL PUBLICATION INITIAL OUTFITTING

A newly commissioned or reactivated activity must request initial outfitting of general and specific technical manuals. This is done by submitting a request to NATEC. Activities submit initial outfitting requirements by using the automated TPL program. The request includes the type of manuals required. These manuals include general publications and specific publications for a particular aircraft, missile, and engine in the inventory of the activity. An initial outfitting request should be specific and should include the following information:



AZf0309

Figure 3-9.—TPL program ADRL requirements submission initial screen.

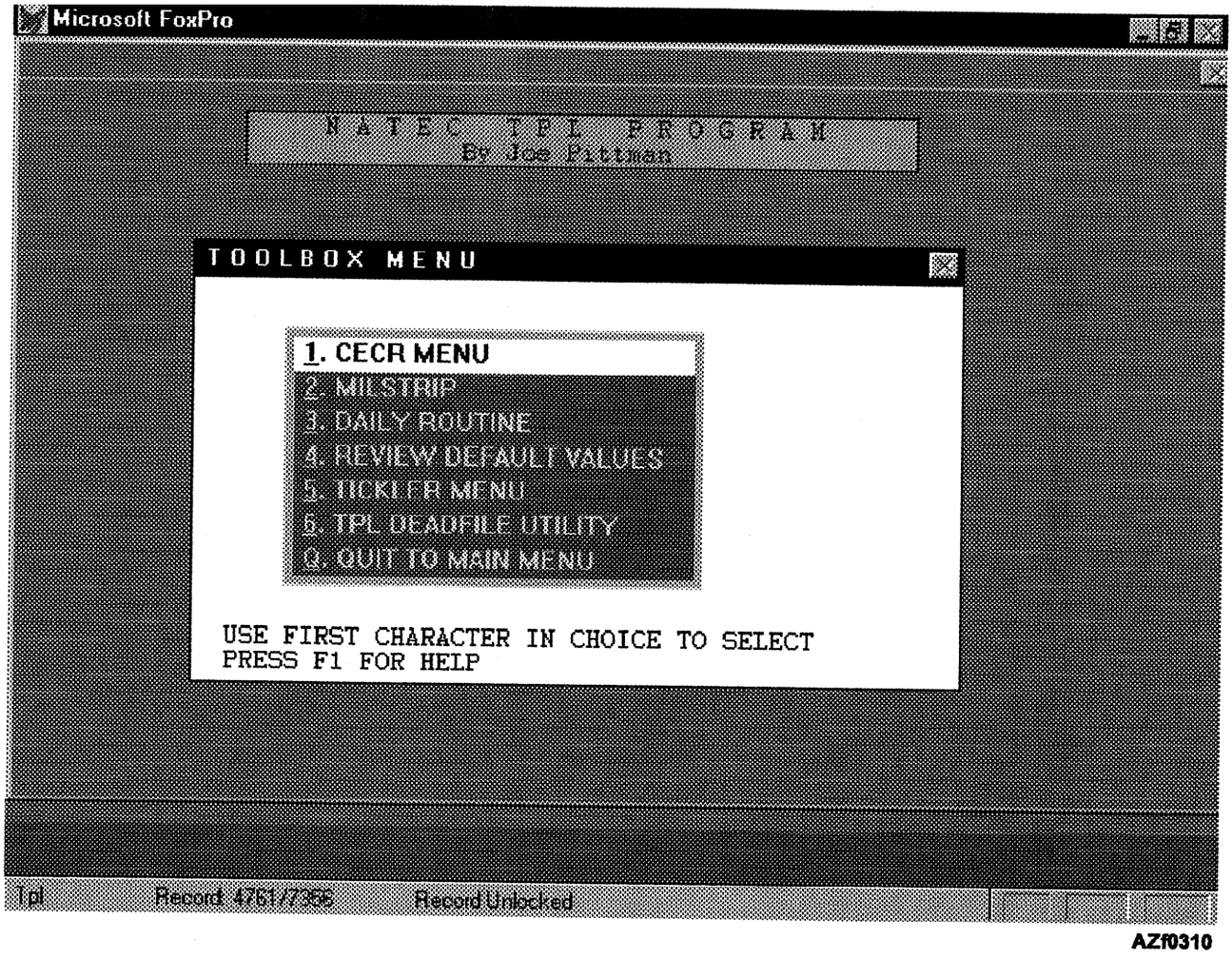


Figure 3-10.—TPL program toolbox menu.

- The desired quantity of publications required (if not included, a standard quantity will be provided).
- Statement as to the use of an area NATEC technical publication specialist (TPS). This information provides NATEC personnel with an additional point of contact and allows the requesting activity to coordinate with the TPS prior to submission of a request.
- The priority designator in accordance with the *Uniform Material Movement and Issue Priority System (UMMPS)*, OPNAVINST 4614.1, and the date the publications are required.
- The Unit Identification Code (UIC) as listed in the *Navy Comptroller Manual*, volume II, chapter 5.
- The level of maintenance performed.
- Applicable aircraft and equipment model.
- NATEC-assigned account number.
- Point of contact at the requesting activity.
- The complete mailing address.

Once an activity has defined its initial outfitting publication requirements and submitted a request to NATEC, future changes and revisions to the publications will automatically. be mailed to the activity.

AUTOMATIC DISTRIBUTION REQUIREMENT LIST (ADRL)

Without a method of automatic distribution, the initial outfitting of general aeronautic publications would not remain current because of frequent changes and revisions to the publications. The CTPL should use the ADRL option in the TPL program to establish a NAVAIR library and receive NAVAIR manuals. An

established library can use the ADRL option to receive new manuals for new aircraft or to bring its library up-to-date. To determine the latest publication changes and revisions, refer to NAVSUP PUB 2002. The ADRL option establishes a computer profile (list) of technical publications (and their quantities) for a particular activity or platform. Once you transmit the list to NATEC, automatic distribution begins. You should review NATEC's ADRL and Validation Report to ensure all NAVAIR manuals that you hold are listed and resubmit your activity's ADRL to NATEC to correct discrepancies.

ONETIME REQUESTS

From time to time, an activity may need to obtain additional publications to replace technical manuals as separate items. To meet these requests, you should use a onetime requisitioning system. To do this, use the DOD Single Line Item Requisitioning System Document (Manual), DD Form 1348, or message preparation procedures for the Defense Automatic Addressing System (DAAS). If you desire follow-up changes or revisions for a publication that is obtained by a onetime request, you should submit an update to your activity's ADRL.

When using the TPL Program, enter the basic manual into the TPL Program that needs to be ordered. Next, create the MILSTRIP data file by using the MILSTRIP option. This file can be sent directly to Naval Inventory Control Point (NAVICP) via SALTS or used to prepare a MILSTRIP message by using the Message Text Formatter (MTF) Program. Messages must be sent to DAAS Dayton, Ohio. For detailed information about SALTS' use, refer to the *SALTS User's Manual.*

When ordering a basic manual, you will automatically receive all of the changes that are in stock at NAVICP. Therefore, it is not necessary to order changes separately.

DD Form 1348 is the standard MILSTRIP requisition form that is used throughout the Navy supply system. NAVAIR 00-25-100 contains detailed instructions on how to use the DD Form 1348 to initiate a onetime request for a NAVAIRSYSCOM technical publication, technical directive, or departmental directive.

Q12. What division manages the central technical publication library (CTPL)?

Q13. What are the two different types of libraries established within a command?

Q14. To what publication should you refer for detailed information on technical library establishment and operating procedures?

Q15. Commanding officers of newly commissioned aviation maintenance activities should submit a letter requesting an initial outfitting of technical publications to what activity?

Q16. What listing lists the technical publications for which automatic distribution to a particular activity has been established?

Q17. What listing should be updated if your activity needs to increase its distribution requirements for a technical publication from three to five copies?

TECHNICAL PUBLICATIONS MANAGEMENT AND CONTROL

LEARNING OBJECTIVE: Describe procedures for managing the central technical publication library (CTPL).

The CTPL librarian manages the library. Records are kept to identify the type, quantity, and location of all activity publications under the librarian's cognizance. A well-managed CTPL reflects the degree of expertise library personnel bring to this task and enhances technical manual management within the dispersed libraries.

Prompt action must be taken to incorporate official technical documentation and update material that is received. Technical publication changes and revisions must be screened, recorded, and routed. The material must reach each work center that holds copies of the affected manuals and directives so that changes and revisions can be incorporated as quickly as possible. A backlog or accumulation of unprocessed technical data creates potential flight safety hazards. Compliance with the above actions builds maintenance personnel's confidence in their technical manual system.

TECHNICAL PUBLICATIONS FILING AND STORAGE

NAVAIR technical manuals and directives are drilled with five distinctive holes—three large and two small. The three large holes fit the posts of the special NAVAIR publication binders, which are available in 2- and 3-inch sizes. The two small holes are provided to permit use of standard three-ring, loose-leaf binders. Binder storage is a uniform means of protecting and controlling the storage of loose documents.

You should place each manual and directive that is received by the library in a binder with a vinyl envelope spine to accommodate the insertion of an identification strip (fig. 3-11). This strip is used to identify the manual or directive contained in the binder. More than one publication may be placed in the same binder. The lowest NAVAIR or type directive number should appear first in the spine window followed by the term "thru" and ending with the highest manual number or type directive. After the publications are filed in binders, the binders are stored on shelves. You should arrange the binders so the manuals are in alphanumeric order by NAVAIR publication number (for an airframe manual, this will automatically result in arrangement by weapon systems). Letter-type technical directives for aircraft or airframes should be filed in individual binders according individual type.

SCREENING AND REVIEW OF TECHNICAL DATA

All aircraft maintenance organizations are in continuous receipt of large quantities of technical information and data. While some of this material is purely informational, a certain amount requires immediate or future action. Therefore, it is important that incoming technical data be screened and reviewed by technically competent personnel who are in a position either to advise or to initiate proper action and disposition of the material. Internal routing procedures should ensure that designated personnel are made aware of on-hand, unprocessed technical information and data.

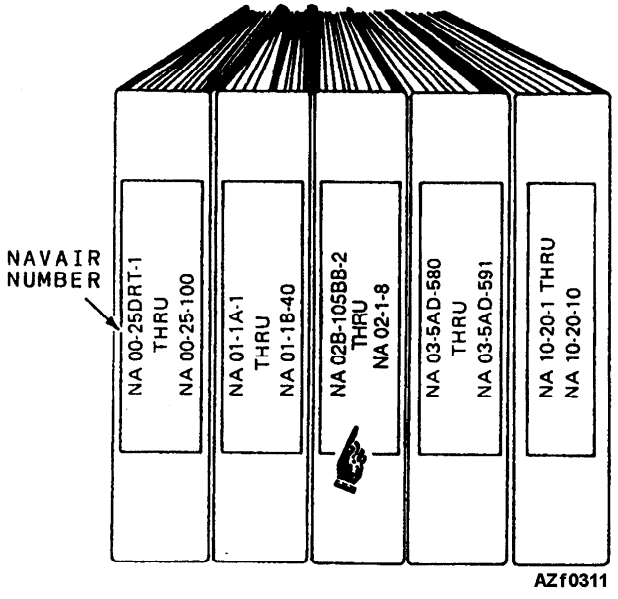


Figure 3-11.—Identification strip in loose-leaf spine.

TECHNICAL PUBLICATIONS RECEIPT AND RECORDING

As a technical publication librarian, you must document receipt of all technical publications and changes received by the central library. You should document receipt by using the TPL program and the TPL stamp. For a change or revision of a technical publication already held by activity, you should input the change into the TPL program and use a technical library stamp (obtained through open purchase) to identify the publication itself. The TPL stamp must be used on all publications and changes, including technical directives, The stamp contains (as a minimum) the following information: (1) activity, (2) copy number, and (3) location (QA, P/P, and so forth). Each basic or revised publication should be stamped on the title page that identifies the date of the publication. A technical directive, rapid action change (RAC), or interim rapid action change (IRAC) should be stamped on the first page.

If the publication is new, you need to verify its need by checking with the supervisor, QAR, or work center where the technical data could be used. If the publication is not needed, you should perform the Return Pubs option in the TPL program.

When a publication has been requisitioned, the basic manual and all of its changes are not always received at the same time for various reasons. Because of this you should set aside a location as a hold area for these manuals. Compare the Hold File and the Order Log in the TPL program at least monthly to ensure that the missing manuals and changes are still on order and to determine their status. You should place a note in the Tickler File of the TPL program at 30-day intervals as a reminder to check the Hold File and Order Log.

TRANSACTION FILES

The material maintained in the transaction files reflects the status of the CTPL. Transaction files consist of the following:

- Most recent ADRL from NATEC
- Copies of the last ADRL submission
- Copies of completed work center audits
- Copies of completed central library audits
- Copies of publication requisitions and order logs
- A current copy of the Dead File

- A current copy of the Complete Listing of manuals
- Copy of outstanding and completed change entry certification records (CECRs)

Q18. What minimum information must appear on the technical publication library (TPL) stamp?

Q19. What does the transaction file show about a central technical publication library (CTPL)?

UPDATING PUBLICATIONS

LEARNING OBJECTIVE: Describe the methods used to update technical publications.

Modern aviation technology is constantly changing. What is considered to be the latest word today may be modified, totally revised, or otherwise made obsolete tomorrow. This condition is not always planned or intended, but it must be accepted and dealt with. The degree of urgency of updating publications depends upon the type of information involved and the frequency of reference to the affected directives or publications.

REVISIONS AND CHANGES

The two methods used to update technical manuals are revisions and changes.

A *revision* is a complete reissue of an existing document with all change information incorporated. Normally, when a change or changes affect over 60 percent of a publication's pages, a revision is issued. A revision is also issued when the manual usability is impaired because of change complexity. The revision of a manual requires an evaluation of technical manual condition, both physical and technical, and the release of a completely new edition of the manual. Revisions are prepared on a nonscheduled, as required basis. All manuals are reviewed periodically (at least once a year) to determine requirements for reissue. Revisions direct the supersedure and disposal of the revised document.

A technical manual *change* is the official release of correction pages to a part or portion of an existing document. A change provides replacement pages for that area of the manual affected by a change action. This approach provides both an economical and expedient method of issuing new or correct material to the user. Upon receipt, you should remove the superseded pages and insert the new material. This action is required for paper manuals only.

Changes to original manuals are issued as two basic types—routine changes and RACs. Routine changes are released periodically. A RAC is an expedited change action that is programmed for short turnaround and release time because of its relationship to safety, equipment damage, or danger to personnel.

Routine Manual Changes

A routine manual change is partial manual updating action that is issued as a corrective insert page (or pages) to an existing technical manual (printed manuals only). A routine manual change provides the user with information concerning a change in configuration, maintenance concept, or procedure.

Rapid Action Changes (RACs)

A RAC is prepared to disseminate urgent essential data that directly involves hazards to personnel, an impairment to safety of flight, aircraft grounding, mission capability, equipment or property damage, or maintenance capability, including that for high value and repairable items. There are two types of RACs—interim and formal.

An interim rapid action change (IRAC) is prepared in naval message format. IRACs should be maintained with the affected technical manual until the formal change is received and should be placed directly behind the title page of the manual. Formal RACs are prepared as replacements for IRACs. Formal RACs are prepared in the same style and format as the technical manual being changed.

When an IRAC is received, annotate the specific publication page to which the IRAC applies by drawing a vertical line in the margin opposite the affected text. The vertical line should extend for the length of the affected text. The IRAC number and the date-time-group of the IRAC message should also be annotated near the affected text. After making the appropriate annotation on the affected page. or pages, place a copy of the IRAC directly behind the title page of the applicable publication until you receive the formal RAC. To help manage IRACs, NATEC issues an IRAC Tracker that lists IRACs that were issued during the previous month. Upon receipt of a new IRAC Tracker, the CTPL librarian should perform a verification to ensure that the IRACs that should have been received were actually received.

Formal RACs should be incorporated into the applicable manual immediately after receipt. When incorporating a formal RAC, verify previously issued

and incorporated changes and revisions. Some formal RACs will have a vertical black line drawn opposite the affected text to indicate that a change has been issued that affects the indicated text.

NOTE: A pen-and-ink change is NOT the appropriate method of identifying changes to NAVAIR technical manuals and directives. Documentation policy prohibits the use of pen-and-ink changes for this purpose. The basic reason for this policy is to avoid the probability of error and possible conflict in direction or information.

INCORPORATING THE LATEST CHANGE

One of the most important functions of the technical publication librarian is the incorporation of change pages into existing manuals. Upon receipt of a change document, each page in the existing manual that corresponds to a page in the change document is removed, and the change page is inserted in its place. These procedures should be followed for each manual affected by a change.

A1-H60FB-110-400 **Page A**
RAC 1 - 4 December 1992

NUMERICAL INDEX OF EFFECTIVE PAGES/FIGURES

List of Current Changes

Original	0 ..... 6 December 1990	Change	4 ..... 6 December 1991
Change	1 ..... 31 May 1991	Change	5 ..... 31 May 1992
Change	2 ..... 1 October 1991	Change	6 ..... 1 June 1992
Change	3 ..... 4 October 1991	RAC	1 ..... 4 December 1992

Only those pages/figures assigned to the manual are listed. If the numerical sequence is broken in the list, the missing page/figure numbers have not been assigned to this manual. Insert RAC 1 pages/figures, dated 4 December 1992. Dispose of superseded pages/figures. The portion of text and tabular listings affected is indicated by a change bar or the change symbol R in the outer margin of text pages and tabular data. Total number of pages in this manual is 998 consisting of the following:

Figure Number	Page Number	Title	Change Number
	Tide	.....	RAC 1
	Page A	Numerical Index of Effective Pages/figures	RAC 1
	Page B	Numerical Index of Effective Pages/Figures	RAC 1
	Page C	Numerical Index of Effective Pages/Figures	RAC 1
	Page D	Numerical Index of Effective Pages/Figures	RAC 1
	Page E	Numerical Index of Effective Pages/Figures	RAC 1
	Page F	Numerical Index of Effective Pages/Figures	RAC 1
	Page G	Numerical Index of Effective Pages/Figures	RAC 1
	Page H	Numerical Index of Effective Pages/Figures	RAC 1
	Page J	Numerical Index of Effective Pages/Figures	RAC 1
	Page K	Numerical Index of Effective Pages/Figures	RAC 1
	Page L	Numerical Index of Effective Pages/Figures	RAC 1
	TPDR-1	List of Technical Publications Deficiency Reports Incorporated	RAC 1
	INDEX-1	Alphabetical Index	1
	INDEX-2	Alphabetical Index	6
	INDEX-3	Alphabetical Index	0
	INDEX-4	Alphabetical Index	6
	INDEX-5	Alphabetical Index	RAC 1
	INDEX-6	Alphabetical Index	6
	INDEX-7	Alphabetical Index	RAC 1
	INDEX-8	Alphabetical Index	6
	INDEX-9	Alphabetical Index	RAC 1
	INDEX-10	Alphabetical Index	6
	INDEX-11	Alphabetical Index	0
	INDEX-12	Alphabetical Index	RAC 1
	INDEX-13	Alphabetical Index	1
	INDEX-14	Alphabetical Index	RAC 1
	INDEX-15		
	INDEX-22	Alphabetical Index	6
	INDEX-23	AIphabetical Index	RAC 1
	INTRO-1	Introduction	4
	INTRO-2		
	INTRO-3	Introduction	6

AZf0312

Figure 3-12.—List of effective pages.

List of Effective Pages

In NAVAIR manuals, a list of effective pages (fig. 3-12) lists the pages altered in the latest and previous changes. It is provided with a change to assist the librarian in inserting change pages and checking the currency of all the pages. A change may not necessarily have a page-for-page replacement, so be sure to follow the guidance on the list of effected pages. When you check the pages and dates that are listed on this page against the corresponding pages of the publication, you can determine if the publication is current and complete.

Change Entry Certification Record (CECR) Tickler Files

The CTPL librarian uses the CECR (fig. 3-13) to maintain control of changes. The CTPL uses the CECR form as a record to ensure that changes and revisions to publications have been issued to dispersed libraries. A separate CECR form should be initiated and attached to each change.

There are two CECR tickler files. One file is the 2-day CECR tickler file that consists of CECRs (OPNAV Form 5070/12, Part 1) for IRACs and RACs. Due to the critical nature of both IRACs and RACs, the changes should be incorporated within 2 working days. The second file is the 5-day CECR tickler file, and it is for routine changes and revisions to publications. Routine changes should be incorporated within 5 working days. The files should be reviewed daily to ensure timely incorporation of changes. You should remove the CECR, Part 1, from the tickler file upon receipt of the completed CECR, Part 2, that indicates the change has been made. The TPL program allows users to print and maintain CECR tickler files and reports.

Q20. A revision to a publication is issued when over what percent of its pages are affected by the change?

Q21. What type of rapid action change is usually prepared in naval message format?

Q22. When an interim rapid action change (IRAC) is received and after the applicable annotation has been made, what should be the disposition of the IRAC?

CHANGE ENTRY CERTIFICATION OPNAV 5070/12 PART 1

SHORT TITLE			COPY #	CHANGE/CORRECTION
NA-00-XXX			002	C 1 DTD 19990515
WORK CTR	LOCATION	ISSUED	RETURN TO CTPL NLT	
020	MC	19990825	19990901	

REMARKS:

1) ENSURE SAME COPY NO AND LOCATION.
2) ENSURE ALL PRIOR CHANGES HAVE BEEN INCORPORATED.
3) INCORPORATE IAW NA 00-25-100.
4) REMOVE ANY IRAC's CANCELED BY THIS CHANGE
5) RETURN ALL OLD PAGES WITH PART 2 OF CECR TO CTPL.

I acknowledge receipt of the above change/correction and certify that this change/correction will be entered within five (5) working days (two(2) working days for rapid action changes) and that the superseded pages will be returned to the Central Technical Publications Library.

SIGNATURE	DATE
AZ2 Paul T. Boate	25 AUG 1999

CHANGE ENTRY CERTIFICATION OPNAV 5070/12 PART 2

SHORT TITLE			COPY #	CHANGE/CORRECTION
NA-00-XXX			002	C 1 DTD 19990515
WORK CTR	LOCATION	ISSUED	RETURN TO CTPL NLT	
020	MC	19990825	19990901	

REMARKS:

6) ENSURE SAME COPY NO AND LOCATION.
7) ENSURE ALL PRIOR CHANGES HAVE BEEN INCORPORATED.
8) INCORPORATE IAW NA 00-25-100.
9) REMOVE ANY IRAC's CANCELED BY THIS CHANGE
10) RETURN ALL OLD PAGES WITH PART 2 OF CECR TO CTPL.

I certify that the above change/correction has been entered and the list of effective pages has been checked against contents of the basic publication, and the superseded pages and residue of the change were returned to the Central Technical Publications Library.

Missing pages or other defects should be reported in the remarks space above.

SIGNATURE	DATE
AZ2 Paul T. Boate	27 AUG 1999

NATEC TPL Program Version WIN_l.06 release date 9135 by Joe Pittman

AZf0313

Figure 3-13.—Change Entry Certification, OPNAV 5070/12.

Q23. What document should you use to verify that all interim rapid action changes (IRACs) that have been issued have been received?

Q24. A pen-and-ink change is the authorized method of identifying a change to a NAVAIR technical publication. (True or False)

Q25. What page in a technical publication lists all the previous pages in the publication that have been affected by past and present changes?

Q26. What form is used as a record by the central technical publication library (CTPL) to ensure that changes and revisions to technical publications have been issued to dispersed libraries?

Q27. How many working days are allowed for the incorporation of an interim rapid action change (IRAC)?

Q28. What part of the Change Entry Certification Record (CECR) is removed from the technical publication library tickler file after a change has been incorporated into a technical publication?

SECURITY OF CLASSIFIED PUBLICATIONS

LEARNING OBJECTIVE: Identify the governing directive for managing classified publications.

The technical library must store, safeguard, account for, and dispose of classified publications in accordance with existing directives. The basic Navy security directive that relates to the safeguarding of classified information is *the Department of the Navy (DON) Information Security Program (ISP) Regulation,* SECNAVINST 5510.36. SECNAVINST 5510.36 applies uniform, consistent, and cost-effective policies and procedures to the classification, safeguarding, transmission, and destruction of classified material.

The TPL librarian should ensure positive control of all classified publications for which the library maintains custody. Classified material should NOT be kept on open shelves. While large libraries sometimes need walk-in safes, most find that a few locking drawer files are adequate for classified material. SECNAVINST 5510.36 discusses storage containers of varying degrees of integrity. Also provided in the directive are specific requirements for safeguarding combinations and keys for locks as these affect the protective capabilities of the different types of containers.

Classified publications that are no longer required in the library should be disposed of by procedures that are established by SECNAVINST 5510.36.

Q29. What basic Navy security directive outlines procedures for safeguarding classified information?

LIBRARY AUDITS

LEARNING OBJECTIVE: Identify the requirements for auditing the central technical publication library (CTPL) and dispersed technical publication libraries.

Technical publication library audits are conducted to ensure accuracy of publications. This leads to improved readiness. The need to ensure that correct and up-to-date publications and directives are available cannot be overemphasized. There are two categories of library audits—CTPL audits and dispersed library audits.

CTPL AUDIT

The following procedures define the steps required to audit the CTPL:

1. The central library must be completely audited annually. An audit must also be performed under conditions outlined in NAVAIR 00-25-100 and as required by OPNAVINST 4790.2 by using the Computerized Self-Evaluation Checklist (CSEC) (fig. 3-14) audit forms. (This includes an audit when an activity has a change of mission, when the CTPL librarian is replaced, and when directed to do so by higher authority.)
2. Use a locally prepared form to record procedures and discrepancies you discover during the audit. At a minimum, the form should provide for the following information:
   - NAVAIR number
   - Discrepancy
   - Corrective action required
   - Corrective action taken
3. The annual audit consists of the following procedures:

Activity - Computerized Self Evaluation Checklist (CSEC)
08/17/1999
VFA-999 using NAVY Service Type Setting
Work Center Audit Checklist
Work Center: 020, Maintenance/Production Control
Organizational Maintenance Level

NUMBER		QUESTION	Yes	No
1907 C	B	Are manuals arranged alpha-numerically by NAVAIR publication numbers? Refs. OPNAVINST4790.2G, vol. 1, par. 14.8.1 and NAVAIR 00-25-100, WP 022 00, par. 13 and fig. 1	—	—
1908 C	B	Is a locally procured stamp which includes the activity, copy number, and location used on each publication? Refs. OPNAVINST 4790.2G, vol.I, par. 14.8.1 and NAVAIR 00-25-100, WP 020 00, par. 25	—	—
1910 C	B	Are MRC decks stored in appropriate containers in alpha-numerical order? Refs. OPNAVINST 4790.26, vol. I, par. 14.8.1 and NAVAIR 00-25-100, WP 020 00, par. 40 d	—	—
1911 C	B	Do MRC decks have QAR/CDQAR/CDI functions correctly annotated? Ref. OPNAVINST 4790.2G, vol. I, par. 14.8.1 e(1)(c)	—	—
1912 C	B	Are local MRC numbers correctly entered on the MRC deck "A" Card (List of Effective Cards), or on a separate 5” x 8” card formatted like the "A" card? Ref. OPNAVINST 4790.26, vol. I, par. 14.8.1 e(2)(b)	—	—
1913 C	B	Are applicable SCCs adjusted (annotated) as necessary? Ref. OPNAVINST 4790.26, vol. I, par. 14.8.1 e(5)	—	—
1914 C	B	Are local MRCs printed on NAVAIR 4790/3 (Rev 10/90), and is all required information correct? Ref. OPNAVINST 4790.26, vol. I, par. 14.8.1 e(2)(b)	—	—
1919 C	B	Are changes, revisions, IRACs/RACs correctly incorporated into manuals? Refs. OPNAVINST 4790.26, vol.1, par. 14.8.1 and NAVAIR 00-25-100, WP 007 00	—	—
1920 C	B	Are NAVAIR publications, manuals, and technical directives current and readily accessible to work center personnel? Ref. OPNAVINST 4790.26, vol. I, pars. 14.8.1 b and 15.8	—	—
1923 C	B	Are audits/inventories on dispersed libraries conducted: quarterly; when a new Work Center Supervisor is assigned; when a new Dispersed Librarian is assigned? Refs. OPNAVINST 4790.2G, vol. I, par. 14.8.1 and NAVAIR 00-25-100, WP 023 00, pars. 2 and 3	—	—
1925 C	B	Does the Central Librarian provide training and assistance to both the Work Center Supervisors and the dispersed librarians? Refs. OPNAVINST 4790.2G, vol. I, par. 14.8.1 and NAVAIR 00-25-100, WP 022 00, par. 3	—	—
1927 C	B	Do dispersed libraries have a visible, readily accessible list of publications and their location? Refs. OPNAVINST 4790.26, vol. I, par. 14.8.1 and NAVAIR 00-25-100, WP 022 00, par. 5	—	—
1928 C	B	Is the Dispersed Librarian incorporating changes into publications in the required time frames? Refs. OPNAVINST 4790.26, vol. I, par. 14.8.1 and NAVAIR 00-25-100, WP 020 00, par. 51 b and d	—	—
1929 C	B	Do work center publications require reordering (damaged, missing changes, etc.)? Refs. OPNAVINST 4790.26, vol. I, par. 14.8.1 and NAVAIR 00-25-100, WP 023 00, par. 7 f	—	—
1939 C	B	Are work centers returning copies of TDs to the CTPL upon task completion? Refs. OPNAVINST 4790.26, vol. 1, par. 14.8.1 and NAVAIR 00-25-100, WP 023 00, par. 7 e(2)	—	—

Figure 3-14.—Computerized self-evaluation checklist (CSEC).

- Compare the Central Library Listing from the TPL computer program with actual manuals on hand. Ensure that all manuals are reviewed, not just those in binders on the shelf. Ensure each entry on the listing has a matching manual and that each manual in the library is on the list. Record date and the discrepancies.
- Perform TPL program "NAVSUP P2002" and record the date and the discrepancies.
- Indicate the date of the NAVSUP P2002 that was used to perform the audit in the 2002 DATE column of the Central Library Listing and update the information in the DATE LAST 2002 field in the TPL computer program, if necessary.
- Compare the verified and corrected audit list with a current copy of your activity's automatic distribution requirements list (ADRL). Record the discrepancies and the date. Perform TPL program "Distribution Analysis."
- When all discrepancies are corrected, place the audit form in Central Library Transaction file. This file should contain a cover sheet that shows the date of each audit and who performed the audit. This file should be retained for a minimum of 1 year.

DISPERSED LIBRARY AUDITS

An audit of each dispersed library is required quarterly. The CTPL librarian schedules and performs the audit. It is often convenient to schedule dispersed library audits at the same time as the quarterly work center audit. In addition, the CTPL librarian should audit a dispersed library when directed to do so by competent authority, when a new work center supervisor is assigned, or when a new dispersed librarian is assigned.

To perform an audit of a dispersed library, carry out the following steps:

1. Run a Work Center Audit List from the TPL program.
2. Use a locally prepared form to record discrepancies that you discover during the audit. At a minimum, the form should provide for the following information:
   - NAVAIR number
   - Discrepancy
   - Corrective action required
   - Corrective action taken
3. Using your file of CECR forms (Part 2), ensure that each of the manual changes issued to the work center has been made properly.
4. Ensure that all manuals that are assigned to the work center are in usable condition.
5. Ensure all manuals assigned to the work center are appropriately labeled.
6. Ensure that canceled and out-of-date pubs have been purged from the library or marked appropriately.
7. Ensure that classified publications are stored in accordance with SECNAVINST 5510.36.
8. Ask the dispersed librarian and the work center supervisor if they have all the manuals they need.
9. When all discrepancies are corrected, place the audit form in the work center audit folder and retain it for at least 1 year. This folder should contain a cover sheet that indicates a chronological record of audits. Also, show the date of each audit, who performed the audit, and who the dispersed librarian was at the time of the audit.

Q30. At least how often should a dispersed technical publication library be audited?

NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP)

LEARNING OBJECTIVES: Identify the reports submitted under the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP). Describe procedures for reporting discrepancies in maintenance and operational publications.

The Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP), outlined in Volume V of the *Naval Aviation Maintenance Program (NAMP)*, OPNAVINST 4790.2, establishes policy, responsibilities, and requirements for reporting substandard workmanship, improper quality assurance procedures, and deficiencies in material or in technical publications. NAMDRP reports include:

- Hazardous material report

- Quality deficiency report
- Aircraft discrepancy report
- Engineering investigation
- Technical publication deficiency report

HAZARDOUS MATERIAL REPORT (HMR)

A hazardous material report (HMR) is a standard method to report material deficiencies that, if not corrected, could cause death or injury to personnel, loss of aircraft, or damage to equipment or facilities. An HMR priority precedence message should be submitted within 24 hours of discovery when one or more of the following conditions occur:

- A malfunction or failure of a component part occurs, that if not corrected, could result in death or injury to personnel, or damage to or loss of aircraft, equipment or facilities.
- A configuration deficiency (when discovered) that constitutes a safety hazard in aeronautical equipment (aircraft, SE, or components) is discovered.
- Urgent action or assistance is required and corrective action must be completed at an early date because of operational commitments.
- A design is detected that would allow incorrect installation of parts, resulting in possible system malfunction or failure.
- A potential or experienced in-flight or on-the-ground loss of aircraft parts occurs in which a maintenance or material factor is involved. "Things Falling Off Aircraft (TFOA)" is the terminology that is used in reference to an incident such as when foreign object damage (FOD) to an engine causes the engine to shed its parts.

QUALITY DEFICIENCY REPORT (QDR)

A quality deficiency report (QDR) reports a deficiency in new or newly reworked material that may indicate nonconformance with a contract, a deviation from a specification requirement, or substandard workmanship. Definitions of new and reworked material are as follows:

- *New* material is material that is procured under contract from industry or is manufactured by an in-house facility and is under warranty. Material, whether in actual operation or on the shelf, is considered new until the warranty expires.
- *Reworked* material is material that has been overhauled, rebuilt, repaired, or modified by government or commercial activities but is unproven in actual operations.

A QDR is targeted toward reporting possible deficiencies in QA during the manufacturing or rework process. A discrepancy that is found after initial use of equipment does not qualify for QDR reporting. *Product Quality Deficiency Report Program,* SECNAVINST 4855.5, and *Product Data Reporting and Evaluation Program (PDREP),* SECNAVINST 4855.3, provide overall Navy QDR policy.

Category 1 (CAT 1) QDR

A CAT 1 QDR is used for quality deficiencies that may cause death, injury, or severe occupational illness. A CAT 1 QDR is also used for a deficiency that would cause loss of or major damage to a weapon system; would critically restrict the combat readiness capabilities of the using organization; or would result in a production line stoppage. Unless a CAT 1 QDR is combined with an HMR, a CAT 1 QDR should be submitted by routine precedence message within 1 working day after its discovery.

Category 2 (CAT 2) QDR

A CAT 2 QDR is used for quality deficiencies that have been assessed to have significant and widespread material or human resource impact but do not affect safety of personnel or impair combat efficiency. A CAT 2 QDR is submitted by using the Product Quality Deficiency Report, Standard Form 368, within 5 working days after discovery of the deficiency.

AIRCRAFT DISCREPANCY REPORT (ADR)

An aircraft discrepancy report (ADR) identifies and documents a defect in newly manufactured, modified, or reworked aircraft to ensure quality maintenance or rework procedures. An ADR is documented on Standard Form 368.

An acceptance flight is performed and a functional check flight (FCF) is flown as soon as possible after the aircraft is delivered and prior to maintenance. Only those discrepancies noted by the ferry pilot and those found during the acceptance inspection and check flight that can be attributed to the manufacture, modification, or rework process are on an initial ADR.

An ADR is used to report critical, major, or minor discrepancies. Definitions of critical, major, and minor deficiencies are as follows:

- A *critical* defect constitutes hazardous or unsafe condition (or as determined by experience and judgement could conceivably become hazardous and unsafe), thus making an aircraft unsafe for flight or endangering operating personnel.
- A *major* defect is a defect that could result in failure or materially reduce usability of the unit for its intended purpose.
- A *minor* defect is a defect that is not likely to materially reduce usability of the unit or product for its intended purpose or departs from established standards.

Submit the required ADR within 5 working days after completion of an acceptance flight. A supplemental ADR, if any, must be submitted within 30 days of completion of the acceptance check flight. Submit a negative response if no discrepancies are found. State "No Discrepancies Noted, Reply Not Required" in Block 22 of Standard Form 368. Use the preaddressed envelopes that should be in the manila envelope in each aircraft logbook. Refer to OPNAVINST 4790.2 for more information on ADRs.

ENGINEERING INVESTIGATION (EI)

An engineering investigation (EI) provides an investigative process to determine cause of an aircraft mishap, lightening strike, weapon system and equipment failure, or fleet-wide material problem. An EI is submitted in support of the investigation. An EI should be submitted whenever the following circumstances exist:

- Safety is involved. This includes an EI request that is prepared in conjunction with an aircraft mishap and an HMR when an unsafe condition exists
- Additional technical or engineering information is required to complete an aircraft mishap investigation.
- Aircraft readiness is seriously impaired due to poor material reliability.
- A component is rejected through the Naval Oil Analysis Program (NOAP) after all authorized repairs are attempted.
- An environmental issue requires a change in material or process that is in conflict with a material or process that is specified in an existing publication or TD.
- Higher authority directs that the investigation be conducted.

Unless combined with an HMR, an EI request should be submitted by routine priority message within 5 working days after discovery of the deficiency. A combined report follows HMR reporting criteria. Refer to OPNAVINST 4790.2 for handling and preparation of EI material.

TECHNICAL PUBLICATION DEFICIENCY REPORT (TPDR)

A technical publication deficiency report (TPDR) is a simplified method for reporting a safety hazard or routine deficiency in a technical publication. Technical publications where TPDRs can apply include MRCs, checklists, WUC manuals, shop process cards, MIMs, weapon loading manuals, stores loading manuals, conventional weapon checklists, nuclear weapon checklists, stores reliability cards, IPB listings, TDs, and technical manuals. The TPDR is the NAMDRP report that the CTPL will be most concerned with since the CTPL librarian submits and monitors this report. Some routine deficiencies may not require issuance of a change for immediate corrective action. Other deficiencies are critical and may, if not corrected, cause serious injury or death to personnel, loss of equipment, or damage to personal or government property. Some of the more common deficiencies include the following:

- Incorrect artwork
- Missing details
- Incorrect or missing part numbers
- Format errors affecting maintenance
- Incorrect operating or troubleshooting procedures

NOTE: A deficiency or routine change recommendation in a Naval Air Training and Operating Procedures Standardization (NATOPS) manual or other tactical manual should be reported under the NATOPS/Tactical Manual Deficiency Reporting Program by submitting a NATOPS/Tactical Change Recommendation Form, OPNAV Form 3710/6. Instructions for processing OPNAV Form 3710/6 are

contained in *NATOPS General Flight and Operating Instructions,* OPNAVINST 3710.7.

Maintenance technicians who use the publications in the performance of their daily work will discover most technical publication deficiencies. However, as an AZ, you may occasionally discover an error in quality or content in a technical publication. The deficiency may not be limited to a typographical error and may include technically inaccurate or other erroneous information. If you find such an error, you should report it no matter how trivial it may seem. What you think is only a simple misprint may have serious implications.

Category 1 (CAT 1) TPDR

A CAT 1 TPDR should be submitted whenever a technical publication deficiency is detected which, if not corrected, could result in death or injury to personnel, or damage to an aircraft, equipment, or facilities. Submit for a CAT 1 TPDR by priority naval message within 24 hours of discovery of the deficiency. Validity/incorporation notification will be accomplished within 1 working day after receipt.

Category 2 (CAT 2) TPDR

Use a CAT 2 TPDR for a routine deficiency in a technical publication. Routine deficiencies include technical errors, incorrect measurement values, improper use of support equipment, wrong sequence of adjustments, wrong measurements, part number errors or omissions, and microfilm deficiencies, such as poor film quality. To report a CAT 2 TPDR with the TPL program, select the TPDR function from the View/Edit screen. An electronic transmission of a CAT 2 TPDR significantly reduces submission and response times. Benefits include automatic acknowledgement of receipt, status, reporting capability, and validity/ incorporation notification. You can also submit a CAT 2 TPDR by forwarding a Technical Publications Deficiency Report, OPNAV 4790.66 form. Validity/ incorporation notification will be accomplished within 10 working days after receipt when you forward an OPNAV 4790/66.

NOTE: A CAT 1 TPDR message or CAT 2 TPDR should not be used as justification to make a pen-and-ink change to a NAVAIR technical publication under any circumstance. Physical alteration of technical content in a NAVAIR technical publication, including pen-and-ink correction, is not permitted.

Q31. What program establishes requirements for reporting substandard workmanship, deficiencies in material and technical publications, and improper quality assurance procedures?

Q32. What report should be used to report discrepancies in new or newly reworked aviation material?

Q33. What report should be used to report discrepancies in an aviation technical publication that include incorrect part numbers or incorrect operating procedures?

Q34. What form is used to report deficiencies in NATOPS manuals?

Q35. What report should be submitted to report a deficiency in an aviation technical publication that, if not corrected, could result in death or injury to personnel?

Q36. A category 2 technical publication deficiency report (CAT 2 TPDR) should be used to report what type of technical publication deficiency?

Q37. A valid category 1 technical publication deficiency report (CAT 1 TPDR) or category 2 technical publication deficiency report (CAT 2 TPDR) may be used to alter the technical content of NAVAIR technical publications. (True or False)

SUMMARY

A periodic maintenance information card (PMIC) is a Planned Maintenance System publication that contains information such as a schedule for a forced removal item, an item replacement interval requirement, and a record of the applicable technical directives for a system. A maintenance requirements card (MRC) contains the minimum daily inspection requirement for servicing or the requirements for inspection.

You will work with two publication-numbering systems that are used within the Navy to identify technical publications—an older Navy (NAVAIR) Technical Manual Numbering System and the current numbering system, the Technical Manual Identification Numbering System (TMINS). TMINS is patterned after the 13-digit national stock number.

The *Navy Stock List of Publications, Forms, and Directives,* NAVSUP PUB P2002, contains the information needed to order Navy publications, forms,

technical directives (IDs), and Department of the Navy directives from Defense Distribution Depot Susquehanna.

The *Equipment Applicability List*, NAVAIR 00-500C, lists publications that pertain to particular aircraft systems, aircraft components, or specific equipment.

A technical directive (TD) directs modification or onetime inspection of a weapons system or equipment. The TD also requires supporting documentation that the modification or onetime inspection was accomplished. An amendment can modify or cancel an existing TD. After amendments A, B, and C to a TD have been issued, a revision must be issued. The Weekly Summary of Issued Technical Directives lists TDs that have been issued.

The quality assurance (QA) division at an aviation maintenance activity manages the technical publication library (TPL) program. When more than one TPL is needed at an activity, one library becomes the central technical publication library (CTPL), and the other libraries become dispersed TPLs that are supported by the CTPL. The *Naval Air Systems Command Technical Manual Program*, NAVAIR 00-25-100, and the Naval Air Technical Data and Engineering Service Command (NATEC) Technical Publication Library (TPL) program govern the management of TPLs for aviation maintenance activities. A request for initial outfitting for a TPL is sent to NATEC. NATEC carries out automatic distribution of technical publications to a maintenance activity. Automatic distribution is facilitated by the use of the automatic distribution requirements listing (ADRL) for the activity that lists publications for which automatic distribution to the activity is required. When a change in the automatic distribution of a technical publication for an activity is needed, the CTPL of the activity sends an updated ADRL to NATEC.

A page change is the only approved method for making an individual change to a technical publication. The CTPL uses the Change Entry Certification Record (CECR) to ensure that a change or revision to technical publication, issued to a dispersed library, has been entered into a publication. The CTPL removes part 1 of the CECR from the CECR tickler file after the dispersed library enters the change into a technical manual. The minimum information on a technical publication library stamp includes the name of the activity, the copy number, and the location of the publication. The transaction file of a CTPL reflects the current working status of the CTPL.

When over 60 percent of a technical publication is affected by changes, a revision of the publication is issued. Page A (list of effective pages) of a technical manual lists all pages that are affected by past and present changes.

An interim rapid action change (IRAC) disseminates urgent essential data to change technical information in a technical manual. IRACs should be incorporated in a manual within 2 working days. An IRAC, later to be replaced by a formal rapid action change (RAC), is placed behind the title page of the affected publication after the change's application has been annotated on the master copy. The IRAC Tracker should be used to verify that all IRACs have been received.

The *Department of the Navy (DON) Information Security Program (ISP)*, SECNAVINST 5510.36, is the basic Navy directive that applies to classified information, including classified publications in a TPL.

The QA division audits the CTPL annually. The CTPL librarian conducts quarterly audits of dispersed libraries in the work centers.

The Aviation Maintenance Discrepancy Reporting Program (NAMDRP) is used to report substandard workmanship, an improper quality assurance procedure, or a material or technical publication deficiency. The quality deficiency report (QDR) under NAMDRP furnishes information on a deficiency in new or rework material. The technical publication deficiency report (TPDR) under NAMDRP documents a technical publication discrepancy, such as incorrect artwork or an incorrect and missing part number. A category 1 (CAT 1) TPDR reports by message a discrepancy that, if uncorrected, could result in death of injury to personnel. A CAT 2 TPDR reports a routine deficiency in a publication. A CAT 1 TPDR or a CAT 2 TPDR is not authority to alter a technical pub1ication in any way.

A deficiency in a tactical publication is reported by submitting the NATOPS/Tactical Change Recommendation Form, OPNAV Form 3710/6.

ANSWERS TO REVIEW QUESTIONS

A1. Periodic maintenance information cards (PMICs).

A2. Maintenance requirements cards (MRCs).

A3. The older Navy (NAVAIR) Technical Manual Numbering System and the more recent Technical Manual Identification Numbering System (TMINS).

A4. Technical Manual Identification Numbering System (TMINS).

A5. Navy Stock List of Publications, Forms, and Directives, NAVSUP Pub 2002.

A6. Equipment Applicability List, NAVAIR 00-500C.

A7. Technical directive (TD).

A8. Amendment.

A9. A revision.

A10. Supersedure.

A11. Weekly Summary of Issued Technical Directives.

A12. Quality assurance division (QA).

A13. Central technical publication library and dispersed technical publication library.

A14. Naval Air Systems Command Technical Manual Program, NAVAIR 00-25-100.

A15. Naval Air Technical Data and Engineering Service Command (NATEC).

A16. Automatic Distribution Requirements Listing (ADRL).

A17. Automatic Distribution Requirements Listing (ADRL).

A18. Activity, copy number, and location.

A19. The complete status of the central technical publication library (CTPL).

A20. 60 percent.

A21. An interim rapid action change (IRAC).

A22. Placed directly behind title page of the publication.

A23. The interim rapid action change (IRAC) tracker.

A24. False.

A25. List of effective pages.

A26. Change Entry Certification Record (CECR).

A27. Two working days.

A28. Part I.

A29. Department of the Navy (DON) Information Security Program (ISP), SECNAVINST 5510.36.

A30. Quarterly.

A31. Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP).

A32. Quality deficiency report (QDR).

A33. Technical publication deficiency report (TPDR).

A34. NATOPS/Tactical Change Recommendation Form, OPNAV Form 3710/6.

A35. Category 1 technical publication deficiency report (CAT 1 TPDR).

A36. A routine deficiency.

A37. False.